

GUIDE FORM NOTICE TO PERSONS NOT DISPLACED

[Date]

Dear [Resident]:

On [Date], the [Development Owner] submitted an application to the [Local Administrator] for financial assistance to rehabilitate the building which you occupy at [Development Address].

The purpose of this Notice is to inform you that, if the assistance is provided and we rehabilitate the building, you will NOT BE DISPLACED. Therefore, we urge you NOT TO MOVE anywhere at this time. (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

Should you elect to stay, this Notice is your guarantee that:

1. You may lease and occupy a decent, safe and sanitary dwelling unit (either your present apartment or another suitable, decent, safe and sanitary apartment in the same building or at [Contiguous Building on Same Site] following completion of the rehabilitation. Of course, you must comply with the terms of the lease in order to remain. A copy of our standard lease is enclosed.
2. After the rehabilitation, your initial rent, including the estimated monthly costs of utilities, will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your average monthly gross household income.
3. If you must move so that the rehabilitation can be completed, (a) only one temporary relocation (for a reasonable period) will be required, (b) suitable housing will be made available to you for the temporary period, and (c) you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in rent caused by the temporary relocation.

This notice is important and should be carefully filed for safekeeping. You will be contacted soon. In the meantime, if you have any questions about our plans for the building, please contact [Local Administrator] at [Address/Telephone Number].

Sincerely,

[Local Administrator, Title]

NOTE: The Development file must indicate the manner in which the Notice was delivered (either personally served or mailed by certified or registered first-class mail, return receipt requested) and the date of delivery.